

Process for Critical Access Hospital Contracts with Communities

Here are the steps that are followed for Critical Access Hospital (CAH) contracts with Communities:

1. The hospital administrator notifies the CAH staff (Kim Busch at 269-3456 or kbbusch@health.state.ak.us) that there is an interest in considering the CAH option and invites a Technical Assistance Team to come to the community to brief to the administrator and anyone else whom the administrator selects to hear information about the CAH option and available State funding such as the Hospital Board.
2. CAH staff notifies the Rural Hospital Flexibility Program Steering Committee (Laraine Derr, Peter Nakamura, Denny DeGross, Marilyn Kasmar, Mark Johnson, Jack Nielson, Karen O'Neill, and Shelby Larsen) that the hospital is interested in considering the CAH option.
3. The RHFP Steering Committee selects a technical assistance team comprised of committee members, committee staff (Pat Carr, Kim Busch, and Matt Anderson), and other knowledgeable people and sends them to the community to conduct the briefing(s).
4. If the community wants to receive funding to conduct a CAH Financial Feasibility Analysis or a Community Needs Assessment, the hospital administrator notifies the CAH staff, Kim Busch. Important: the financial feasibility analysis must have been completed before the RHFP Steering Committee will consider a request for funding to perform a Community Needs Assessment. If either an assessment or a financial analysis has been completed in the last three years, funding will not be available. A statement that the activity for which the community is requesting funding has not been completed in last three years must accompany the request.
5. Prior to seeking approval for a Community Needs Assessment the community will receive technical assistance through the RHFP Steering Committee to assist them to determine whether the community is ready for this process.
6. Once the community is deemed ready to proceed with a community needs assessment the CAH staff person will seek approval of their funding request from the RHFP Steering Committee. If the request is approved, the State administrative process will be initiated. This process includes:
 - Completing an Authority to Seek Professional Services (ASPS)—
A request to the Commissioner to proceed.
 - Upon approval of the ASPS, write a contract

- Fax the contract to the city government
- The city signs and returns the document
- A packet is put together including the contract and sent to the Commissioner for signature
- The Commissioner signs and the city and hospital administrator are notified that work can begin under the contract
- The community's draft request for proposals is sent to the State CAH staff for review. If the scope of work described under the RFP does not comply with the State contract, the community is advised that changes should be made in order to ensure that the funding is available.
- The city issues a request for proposals from sub- contractors who are qualified under the conditions of the State contract to complete the work specified under the State contract.
- To ensure that the sub-contractors are qualified and that funds can be paid under the State contract, the city requests review of the proposal(s) by State CAH staff prior to awarding the contract(s).
- As costs are incurred, bills are submitted to the State for payment under the conditions specified in the contract.